



# Foreign Affairs Manual

## 3 FAH-1 — Personnel Operations Handbook

**Change Transmittal:** POH-153

**Date:** June 22, 2012

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### 3 FAH-1 "OFFICE OF ORIGIN" CHANGES

#### Changes

1. This Change Transmittal issues "office of origin" administrative changes to the subchapters listed below. All of the subchapters have been formatted in the new template, which may have required some format alteration without changing the substance of the text. The listed subchapters also show the last transmittal letter/change transmittal number and date in parentheses:

- 3 FAH-1 H-1120, CONCORDANCE (TL:PER-50; 02-19-1999);
- 3 FAH-1 H-1410, ARRANGEMENTS FOR PRESIDENTIAL APPOINTEES (TL:POH-14; 06-26-1996);
- 3 FAH-1 H-1420, TRANSFER OF OFFICE (TL:POH-25; 10-09-1996);
- 3 FAH-1 H-2240, FOREIGN SERVICE OFFICER CAREER CANDIDATE PROGRAM, (TL:POH-65; 04-06-2001);
- 3 FAH-1 H-2250, FOREIGN SERVICE SPECIALIST CAREER CANDIDATE PROGRAM (TL:POH-63; 01-31-2001);
- 3 FAH-1 H-2260, THE SENIOR FOREIGN SERVICE OFFICER CAREER CANDIDATE PROGRAM (TL:POH-44; 04-27-1998);
- 3 FAH-1 H-2320, PROMOTION OF FOREIGN SERVICE MEMBERS (CT:POH-146; 02-09-2011);
- 3 FAH-1 H-2330, HOURS OF WORK (TL:POH-076; 11-27-2001);
- 3 FAH-1 H-2340, PERSONNEL ACTIONS (TL:POH-46; 05-04-1998);
- 3 FAH-1 H-2430, COMMISSIONS, TITLES, AND RANK (CT:POH-137; 06-09-2009);
- 3 FAH-1 H-2520, TERMINATION OF CERTAIN FOREIGN SERVICE APPOINTMENTS (TL:POH-60; 04-06-2000);
- 3 FAH-1 H-2530, REDUCTION IN FORCE—CIVIL SERVICE (TL:POH-17; 5-28-96);
- 3 FAH-1 H-2650, FOREIGN SERVICE CONVERSION PROGRAM—FOREIGN SERVICE SPECIALIST TO GENERALIST, CIVIL SERVICE TO FOREIGN SERVICE SPECIALIST OR GENERALIST (TL:POH-49; 06-29-

- 1998);2810, PERSONNEL EVALUATION – PROCEDURES (CT:POH-137; 06-09-2009);
- 3 FAH-1 H-2820, PERFORMANCE APPRAISAL SYSTEM FOR GENERAL SCHEDULE, SENIOR LEVEL, AND PREVAILING RATE EMPLOYEES (TL:POH-072; 09-24-2001);
- 3 FAH-1 H-2870, SENIOR FOREIGN SERVICE PERFORMANCE PAY (TL:POH-085; 08-27-2002);
- 3 FAH-1 H-3210, ALLOWANCES (CT:POH-108; 04-14-2005);
- 3 FAH-1 H-3230, COST-OF-LIVING ALLOWANCES (TL:POH-093; 08-20-2003);
- 3 FAH-1 H-3240, REPRESENTATION ALLOWANCES (TL:POH-54; 07-27-1999);
- 3 FAH-1 H-3250, OFFICIAL RESIDENCE EXPENSES (ORE) (CT:POH-147; 03-01-2011);
- 3 FAH-1 H-3310, LEAVE (CT:POH-105; 03-23-2005);
- 3 FAH-1 H-3320, OFFICERS EXEMPTED FROM LEAVE ACT (CT:POH-106; 03-24-2005);
- 3 FAH-1 H-3330, DISPOSITION OF LEAVE BALANCES (CT:POH-107; 03-29-2005);
- 3 FAH-1 H-3360, EMERGENCY LEAVE TRANSFER PROGRAM (CT:POH-104; 03-23-2005);
- 3 FAH-1 H-3410, ANNUAL LEAVE (CT:POH-121; 10-26-2005);
- 3 FAH-1 H-3430, HOME LEAVE (CT:POH-122; 07-21-2006);
- 3 FAH-1 H-3440, MILITARY LEAVE (TL:POH-075; 11-07-2001);
- 3 FAH-1 H-3460, OTHER PAID LEAVE (CT:POH-134; 11-14-2008);
- 3 FAH-1 H-3520, ABSENCE WITHOUT OFFICIAL LEAVE (AWOL) (TL:POH-9; 04-03-1996);
- 3 FAH-1 H-3650, DEATH GRATUITY (TL:POH-094; 08-20-2003);
- 3 FAH-1 H-3720, REST AND RECUPERATION (R&R) TRAVEL (CT:POH-136; 05-21-2009);
- 3 FAH-1 H-3730, VISITATION TRAVEL (CT:POH-116; 09-22-2005);
- 3 FAH-1 H-3740, EMERGENCY VISITATION TRAVEL (EVT) (CT:POH-145; 11-18-2010);
- 3 FAH-1 H-3750, TRAVEL OF CHILDREN OF SEPARATED FAMILIES (CT:POH-127; 04-12-2007);
- 3 FAH-1 H-3820, STUDENT LOAN REPAYMENT PROGRAM (SLRP) (CT:POH-149; 08-11-2011);
- 3 FAH-1 H-4840, RECOGNITION AWARDS – PROCEDURES (TL:POH-088; 11-19-2002);
- 3 FAH-1 H-4850, SUGGESTIONS – PROCEDURES (TL:POH-26; 12-3-96);
- 3 FAH-1 H-5120, GUIDELINES FOR IMPLEMENTATION OF CHAPTER 10 OF THE FOREIGN SERVICE ACT OF 1980, AS AMENDED, AT

FOREIGN SERVICE POSTS (CT:POH-144; 09-17-2010); and  
3 FAH-1 H-8310, GENERAL PROVISIONS (TL:POH-074; 10-18-2001).

2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance is brand new or a revision where more than half the words have changed, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
4. The office responsible for the material in these subchapters is the Bureau of Human Resources (HR). Please direct questions concerning content, substance, and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

### **Filing Instructions for Paper Copies**

1. Remove and discard the old subchapters listed above and insert the revised subchapters (CT:POH-153; 06-22-2012).
2. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT: POH-153, and initial.

### **Distribution Notice**

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.